

Executive Registry
76-2393/1

17 JUN 1976

Honorable Robert E. Hampton  
 Chairman  
 United States Civil Service  
 Commission  
 Washington, D. C. 20415

Dear Mr. Hampton:

Your letter dated 8 June 1976 references the President's call for a reexamination of the position management and classification systems. The Central Intelligence Agency, as you are aware, is exempt from the provisions of the Classification Act of 1949. Nonetheless, the Agency is on record that it will follow the basic philosophy and principles of the Act where possible.

For some months now we have been studying the position management and classification process within the Agency with the aim of achieving even greater effectiveness and efficiency. These studies have not been concluded, but it is my intention to take any action that is necessary to meet the President's objectives with respect to position management and classification. I assure you of my personal interest in this most important matter.

Sincerely,

George Bush

George Bush  
 Director

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UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

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76-2393/1

IN REPLY PLEASE REFER TO

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YOUR REFERENCE

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76-2903

8 JUN 1976

Honorable George Bush  
Director  
Central Intelligence Agency  
Washington, D. C. 20505

Dear Mr. Bush:

In his memorandum of May 27, 1976, President Ford called upon each of us to reexamine our position management and classification systems. The President's objective is two-fold: to assure the just and lawful compensation of Federal employees, and to assure that work is organized and employee skills and energies are utilized for maximum cost performance. These processes--position management and position classification--are the very core of the Federal personnel management system. Their strength and integrity are essential to cost effective government.

Position classification is clearly defined by law and regulation. What is needed here is assurance that your agency's system is in full legal and regulatory compliance and that the management controls by which classification integrity is maintained are in place and working. Position management, though partially governed by regulation, is greatly dependent upon management skill and judgment, informed by experience and our growing knowledge of the complex forces that produce motivated employees and effective organizations. We must make certain that our work structures and organizational designs are systematically being assessed for improvement, and that the allocation of positions and deployment of people reflect the best we know about managing human resources. Success in meeting these objectives clearly depends upon the active commitment of managers at every organizational level across the planning, budget, personnel and, particularly, line functions.

Since both position management and classification are regularly reviewed in our personnel management evaluation program, we see no need for additional reporting. To assess agency progress, we shall conduct more intensive reviews of these areas this year, and ask that you do the same through your internal personnel management evaluation system. Guidance for these reviews will be issued shortly.

Your personal interest in and attention to these efforts will enable us collectively to meet the President's objectives.

Sincerely yours,

*Robert E. Hampton*

Robert E. Hampton

Chairman

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